



1330 TRAINING

EFFECTIVE DATE: 04/01/08

A. MEMBER ASSESSMENT AND TRAINING

Description: The case manager will assist the member to assess his/her own training needs as they relate to directing his/her own care. These training needs will be determined by using the “What are my Training Needs” Form (under development). There is no mandatory member training for SDAC participation. Training is available to assist the member to succeed in directing his/her own care. Training requires prior authorization from the case manager.

Amount, Duration and Scope: Member training for SDAC includes the following components:

1. **Member SDAC Manual:** Each member who selects SDAC will receive a comprehensive manual containing information about this service option. The manual describes tools that are available to assist the member in determining his/her needs, develop an employment contract, and train, supervise and evaluate the ACWs that he/she hires. The SDAC Manual will be standardized and approved by AHCCCS for all Contractors. With AHCCCS approval, Contractors may make minor additions to customize the Manual for their own programs.
2. **Training of the Member:** Member training may be provided by appropriately registered AHCCCS providers. Member training in the following topics will be available for all members who select SDAC
 - a. Hiring and Managing and terminating Attendant Care Workers
 - b. Evaluating Monthly Reports from the FEA
 - c. Understanding Services Available in Your Community
 - d. Requesting Help When You Need It
 - e. Safety and Health

A unit of training equals 15 minutes. Refer to Exhibit 1300-1 for information regarding service codes.



B. ATTENDANT CARE WORKER ASSESSMENT AND TRAINING

Description: Under the SDAC service option, the ACW must meet certain training requirements. Mandatory training includes training in Universal Precautions and Health Insurance Portability and Accountability Act (HIPAA) privacy regulations. Other training is optional and covered by AHCCCS in accordance with the guidelines specified in this Policy.

In addition to the mandatory training, there are extensive training materials included in the SDAC Member Manual. The member may use this material to train his or her worker or may request training be done by an outside agency arranged by the Contractor to provide this training. Training requires prior authorization from the case manager.

Amount, Duration and Scope: All Attendant Care Workers hired by members under the SDAC service option must receive the mandatory training. Other training is covered when the training is required to meet the needs of the member and the training is authorized by the case manager.

1. Required Training:

- a. Universal Precautions - Universal Precaution training may be provided by the member or a provider agency. If provided by a registered provider, it is a reimbursable service but must be authorized by the case manager. Regardless of who provides the training, the ACW must maintain proof that this training was completed.
- b. HIPAA Training- HIPAA Training may be provided by the member or a provider agency. If provided by a registered provider, it is a reimbursable service but must be authorized by the case manager. Regardless of who provides the training, the ACW must maintain proof that this training was completed.

2. Optional Training: Listed below are examples of topics included in the SDAC Member Manual that may be used as training for the ACW. The member may provide and review materials with the ACW or ask the case manager to authorize training for the ACW.

- a. Bathing
- b. Dressing
- c. Transfer